

Exercise Directions:

Look at the job descriptions provided. Based on the job, evaluate the risks associated. Suggest things that can be done to prevent an injury for each job provided.

Custodian

Grade: 6

Reports to:

Department:

Classification:

Division:

Date:

Approved:

JOB SUMMARY:

Performs custodial duties and minor repairs. Assists in sanitation control and checks safety hazards. Receives supervision from school principal and lead custodian. Does not supervise any other employees.

ESSENTIAL FUNCTIONS:

1. Performs cleaning and janitorial duties, limited grounds maintenance, and minor repair work.
2. Reports needs for major repairs to lead custodian.
3. Keeps janitor's room neat and orderly, and reports supply orders to lead custodian.
4. Mows and trims lawn and hedges. Cleans snow from entrances and sidewalks.
5. Assists in control of sanitation.
6. Assists in checking school for safety hazards and reports any deficiency.

ADDITIONAL RESPONSIBILITIES:

Performs related duties as required, such as attending school crossing if necessary.

QUALIFICATIONS:

1. Physically able to lift, bend, stoop, climb, and reach.
2. Some custodial experience preferred.
3. Ability to assist in keeping the school clean and orderly.

Secretary

Reports to:
Classification:
Date:

Department:
Division:
Approved:

Job Summary:

Under general supervision, takes and transcribes minutes of Board of Directors meetings; executes routine secretarial assignments, including dictated, written, or composed correspondence; performs a variety of general clerical duties; provides supervision and work coordination of others; and does related work as required.

ESSENTIAL FUNCTIONS:

1. Attends Board of Directors meetings, including night meetings. Takes and transcribes notes, prepares draft of notes on word processor, and after editing by General Manager and Clerk of the Board, finalizes same. Types letters, memoranda, reports, etc., from dictated, handwritten, or other sources, and assists in preparing agenda and related material for Board of Directors meetings.
2. Organizes and maintains district files and records, answers telephone and directs calls to appropriate department or person, and handles calls if knowledgeable on subject under discussion. Collects fees for sewer/water service and receipts same, meets public, provides general information and records, and deals effectively with a variety of personalities and situations requiring tact, judgment, and poise. Operates word processing equipment.
3. Supervises and coordinates work of Clerk-Typist positions and performs other related duties as required and assigned.

4. Qualifications, Skill, and Abilities:

5. Five (5) years of experience in the performance of responsible secretarial/stenographic and clerical work.
6. Knowledge of modern office methods and procedures, filing, telephone techniques, and office equipment, as well as English usage, spelling, grammar, and punctuation.
7. Ability to perform secretarial and clerical duties with speed and accuracy without immediate and constant supervision.
8. Ability to learn, interpret, and apply district ordinances and resolutions.
9. Ability to type at a speed of 60 wpm, and take shorthand at a speed of 100 wpm.
10. Ability to maintain a good working relationship with all co-workers and the general public and to use good judgment in recognizing scope of authority.

Education and Experience:

1. Education equivalent to the completion of 12 grade.
2. A minimum of five (5) years' experience in typing and general office practice.